



City of San Antonio

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Competitive Sealed Proposal for Annual Contract for Landscaping Services - SAPL

Solicitation Number: 6100007723, RFCSP-2016-097

Description: The City of San Antonio seeks proposals from qualified respondents interested in furnishing all labor, equipment, materials, expertise and tools required to perform landscaping, mowing and irrigation inspection and maintenance & repair services for the San Antonio Public Library (SAPL) in accordance with the specifications listed herein. These services are required to establish a landscape and irrigation maintenance and repair program that will ensure the appearance of the grounds are attractive and orderly while maintaining the functionality of the irrigation system. Services include routine mowing of all landscaped turf areas, general maintenance of landscaped areas and repair of the irrigation system.

Services include, but not are limited to, mowing, edging, string trimming, leaf/debris blowing, sweeping, hand weeding, shrub pruning, water chlorination, raking, removal of leaves, fallen branches and general landscape and irrigation maintenance and repair services at the designated properties.

Applicable Product Categories: 98836, 93437

Date Issued: October 2, 2016

Bid Due Date & Time: October 31, 2016 at 2:00pm Central Time

Pre-Submittal Conference: A Pre-Submittal Conference will be held at the River View Tower, Hill Country Conference Room, 111 Soledad, 11th floor, San Antonio, Texas 78205, at 10:00 a.m., Central Time, on October 7, 2016.

Staff Contact Person: MICHAEL SIMONOFF, PROCUREMENT SPECIALIST II,

Email: MICHAEL.SIMONOFF@SANANTONIO.GOV

Evaluation Committee Voting Members:

Rich Walker, Project Control Manager, San Antonio Public Library Department

Ron Griego, Facilities Administrator, Building and Equipment Services Department

Ray Fraga, Special Projects Manager, San Antonio Public Library Department

Mark Loiselle, Design & Development Assistant, San Antonio Public Library Department

Cheryl Sheehan, Public Service Administrator, San Antonio Public Library Department

Pursuant to Section 003 – Restriction on Communications, Respondents are prohibited from communicating with: 1) elected City officials and their staff regarding the RFCSP or proposals from the time the RFCSP has been released until the contract is posted as a City Council agenda item; and 2) City employees from the time the RFCSP has been released until the contract is awarded.

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFCSP to the Staff Contact Person listed below until **2:00 p.m.**, Central Time, on **October 24, 2016**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Michael Simonoff, Procurement Specialist II

City of San Antonio, Finance Department, Purchasing Division

Michael.Simonoff@sanantonio.gov

Questions submitted and the City's responses will be posted with this solicitation.

To view this solicitation, go to <https://supplierservice.sanantonio.gov/iri/portal>. If you have not completed the City's SAePS Vendor Registration, you must do so in order to view the solicitation and submit a response.

TO REGISTER: You will need to complete the vendor registration by accessing the SAePS Vendor Registration at <http://www.sanantonio.gov/purchasing/SAePS.aspx>. Questions regarding registration may be submitted to the SAePS Hotline at: (210) 207-0118 or by email at: vendors@sanantonio.gov

Note: After you have successfully registered, you will need to send an email to the staff contact person requesting to be added to the solicitation vendor distribution list.